



### Cooperating Teacher “Getting Started” Checklist

- Review responsibilities, requirements, and expectations for cooperating teachers outlined in the Student Teaching Handbook and in your school’s policy.
- Make pre-teaching contact with the student teacher via email or phone. Encourage a pre-teaching visit. Learn about the teacher candidate’s background: subject knowledge, pre-student teaching field experiences, and special skills and interests.
- Inform the students and parents of the teacher candidate’s arrival.
- Designate a desk, a nametag or plate, and storage space for the teacher candidate.
- Provide the teacher candidate and Director of Student Teaching with a class schedule.
- Create a positive feeling of anticipation about the student teacher’s arrival, if after the start of school. Tell students something about the teacher candidate. Explain his or her role in the classroom.
- Prepare relevant curriculum and other materials the teacher candidate might use.
- Gather or prepare copies of school and classroom rules and consequences, discipline plan, organizational framework and routines. Review key points together as early as possible in the internship.
- Consider nametags for the students to wear during the first few days or make a seating chart to be presented to the teacher candidate during the initial observation.
- Develop a plan for the student teacher’s entry into teaching. Introduction to the class, to the faculty and support staff, to initial teaching activities, etc.